

Personnel

Introduction

The library must have competent, qualified, and sufficient staff with up-to-date skills to provide effective library service to meet the needs of the community. The library must be administered by a full-time professional librarian and have staff to provide reference and circulation services to adults, young adults, children, and special populations, as well as technical service staff to develop and maintain the collections. Staff must regularly receive training to learn new skills and improve existing ones.

Standards

1. Regardless of size, each public library has a paid director who is responsible for the administration of library services.
2. The library has adopted personnel policies outlining the conditions and requirements of employment of library staff. These policies are consistent with state, federal, and local regulations, are reviewed at least every three years, and are made available to all staff members.
3. The library has a written personnel classification plan with salary ranges for each position and written job descriptions listing the duties of each position, including any Americans with Disabilities Act (ADA), educational, and experience requirements.
4. The library director is responsible for employing qualified personnel to fulfill the mission of the library.



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5. Employee performance is evaluated annually.
6. Volunteer programs have written policies, procedures, and job descriptions that explain and govern the role of all volunteers.

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Essential Guidelines

The library . . .

- Has written personnel policies, consistent with state and federal regulations.
- Has written job descriptions that reflect ADA requirements, required education levels, and experience ranges.
- Has a written performance appraisal process.
- Conducts a formal performance appraisal of each staff member at least annually.
- Offers salaries that reflect community and professional standards in jobs requiring similar education and responsibility.
- Offers comparable benefits as provided by the employer to employees in similar positions.
- Meets median guidelines for appropriate Full Time Equivalent (FTE) parameters for its Planning Profile.
- Supports continuing education and staff development for professional and support staff to maintain and upgrade job skills by allocating

funds for travel expenses, fees, and time.

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Aspiring Guidelines

The library . . .

- Reviews written personnel policies annually.
- Reviews written job descriptions annually.
- Offers salaries that reflect the level of knowledge and responsibility required of the position.
- Provides comparable, pro-rated benefits for part-time employees.
- Has a designated Children's Librarian.
- Supports continuing education and staff development by allocating 1% of its annual budget to this category.
- Recognizes outstanding effort and achievement by library staff.
- Exceeds the median guidelines for appropriate Full Time Equivalent (FTE) parameters for its Planning Profile.
- Designates a staff member to serve as a volunteer coordinator.

Excel Guidelines

The library . . .

- Reviews written personnel policies annually with staff input.
- Reviews written job descriptions annually with staff input.
- Conducts a formal performance appraisal of each staff member annually that includes a provision for staff input concerning library

services and the specific position of the employee.

- Provides leadership in encouraging the employer to offer a wide range of benefits to all full- and part-time employees.
- Has a designated staff trainer.
- Offers training to help staff respond to cultural diversity, development disabilities, and other issues.
- Supports continuing education and staff development by allocating 2% of its annual budget to this category.
- Recognizes outstanding effort and achievement through merit increases.
- Meets or exceeds the Top Quartile Median (TQM) for appropriate Full Time Equivalent (FTE) parameters for its Planning Profile.
- Recognizes the efforts and achievements of library volunteers annually.

Note: The Formula for Recommended Staffing proposed by the Personnel Subcommittee of the original VPLDA Planning for Library Excellence Committee is included for consideration in Appendix E.

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